

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: City of Strongsville Records Commission 440-580-3145 Telephone Number

16099 Foltz Parkway Strongsville 44149 Cuyahoga  
 (address) (city) (zip code) (county)

(2) FROM: City of Strongsville Department of Economic Development  
 (political subdivision name) (unit)

E.P. Magocky Gene Magocky Director of Economic Development 4/15/07  
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 6-25-07 as reflected by the minutes kept by this commission.

Chairman, Records Commission: Thomas B. Bernd 6/25/07  
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Pamela Smith 7-2-2007  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. Madden 7-27-07  
 For the Ohio Auditor of State Date

**\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) (6) (7) (8)\* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
ED1 ED1a	Vacancy Reports Vacancy Reports	Permanent Permanent	Paper Hard Drive	
ED2 ED2a	Spreadsheets for Business Directories Spreadsheets for Business Directories	Permanent Permanent	Paper Hard Drive	
ED3 ED3a	Business Network Breakfast Business Network Breakfast	Life of the event Life of the event	Paper Hard Drive	
ED4 ED4a	Residential Surveys Residential Surveys	Permanent Permanent	Paper Hard Drive	
ED5 ED5a	Industrial/Residential Survey Results Industrial/Residential Survey Results	Permanent Permanent	Paper Hard Drive	
ED6	Photos	Until no longer administratively necessary	Hard Drive	
ED7 ED7a	Job Ready Sites Application -2006 Job Ready Sites Application - 2006	Permanent Permanent	Paper Hard Drive	JUL 2 2007
ED8 ED8a	Project Corvette Project Corvette	Permanent Permanent	Paper Hard Drive	
ED9	Website Data	Until no longer administratively necessary	Hard Drive	

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Strongsville Department of Economic Development  
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
ED10	Publications & Blast Emails	3 years	Hard Drive	<b>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</b>
ED11	Economic Development Events	3 years	Hard Drive	
ED12	Potential Projects	Until no longer administratively necessary	Paper	
ED12a	Potential Projects	Until no longer administratively necessary	Hard Drive	
ED13	Strongsville Press and Economic Development Marketing	Until no longer administratively necessary	Paper	
ED14	Tax Incentive Review Council	Permanent	Paper	
ED14a	Tax Incentive Review Council	Permanent	Hard Drive	
ED15	Foltz Name Change/ Extension	Permanent	Paper	
ED15a	Foltz Name Change/Extension	Permanent	Hard Drive	
ED16	Planning Commission_ARB Flowcharts	Until superseded or updated	Paper	
ED16a	Planning Commission_ARB Flowcharts	Until superseded or updated	Hard Drive	
ED17	Demographics	Until no longer administratively necessary	Paper	
ED18	Revenue Sharing	Permanent	Paper	
ED18a	Revenue Sharing	Permanent	Hard Drive	
ED19	Industrial Development Committee	Until no longer administratively necessary	Paper	
ED20	Finance Records	2 years provided audit	Paper	
ED21	CRA Agreements	Permanent	Paper	
ED22	Enterprise Zone Agreements	Permanent	Paper	
ED23	Budget Information	Permanent	Paper	